

Emergency Preparedness for Providers - Planning for the Event

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Why plan?

- Required by law?
- Grant requirement?
- Because it's the sensible thing to do, in order to:
 - a) Protect our clients?
 - b) Protect ourselves?
 - c) Ensure we have adequate resources when the time comes?
- All of the above?

Start your planning!



Where to start.

- Establish a team.
- Assess your hazards and vulnerabilities.
- Develop, and stick with, a timeline.
- Ask for assistance from:
 - County Emergency Management Agency
 - Public Health Response Coordinator (PHRC)
 - Aging Division

Use:

- **Plans from other organizations.**
- **Templates and other information available from the Federal Emergency Management Agency (FEMA)**
 - <http://www.fema.gov/about/divisions/cpg.shtm>
 - <http://www.ready.gov/america/publications/allpubs.html>

TRADITIONAL FUNCTIONAL EOP FORMAT

- **1) Basic Plan**
- (i) Promulgation Document/Signature Page
- (ii) Approval and Implementation
- (iii) Record of Changes
- (iv) Record of Distribution
- (v) Table of Contents

a) Purpose, Scope, Situations, and Assumptions

- (i) Purpose
- (ii) Scope
- (iii) Situation Overview
 - (a) Hazard Analysis Summary
 - (b) Capability Assessment
 - (c) Mitigation Overview
- (iv) Planning Assumptions
 - b) Concept of Operations
 - c) Organization and Assignment of Responsibilities
 - d) Direction, Control, and Coordination
 - e) Information Collection and Dissemination
 - f) Communications
 - g) Administration, Finance, and Logistics
 - h) Plan Development and Maintenance
 - i) Authorities and References

2) Functional Annexes

- a) Direction and Control
- b) Continuity of Government/Operations
- c) Communications
- d) Warning
- e) Emergency Public Information
- f) Population Protection
- g) Mass Care/Emergency Assistance
- h) Health and Medical
- i) Resource Management
- j) Prevention and Protection Activities
- k) Critical Infrastructure and Key Resource Restoration

3) Hazard- or Threat-Specific Appendices

- (Note: This is not a complete list. Planning teams must define the appendices on the basis of their hazard analysis.)
- a) Earthquake
- b) Flood/Dam Failure
- c) Hazardous Materials
- d) Hurricane/Severe Storm
- e) Lethal Chemical Agents and Munitions
- f) Radiological Incident
- g) Biological Terrorism
- h) Tornado

Points to Consider

- Not all of the items apply to your plan.
- Plans have a start but not an end.
- Plans are not 100%, they are a guide.
- Plans help us identify our resources.
- You have more help than you realize.